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CIVILIAN CAREER PROGRAM FOR SUPPLY MANAGEMENT

APR 1989

DEPARTMENT OF DEFENSE

DEFENSE LOGISTICS AGENCY

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DLA-KW

5 Apr 89

FOREWORD
(Supplementation is prohibited.)

This career manual serves as a guide for management and the individual careerist in determining and understanding the variety of developmental opportunities available in the Supply Management Career Program (hereinafter referred to as the program). This manual, if properly utilized, will provide supervisors with an excellent managerial tool, and the careerist with a template, for systematic career planning and progression.

DLA offers excellent career opportunities to individuals in the Supply field. However, careerists should be aware of several factors which can materially influence their career development and which should be considered carefully in deciding individual goals or career plans. These factors include the variety of experience, related training, and self-development. Career development is a dual responsibility of management and the individual. While management is expected to plan for the development of each career employee by providing on-the-job and off-the-job training and arranging rotational job assignments, the ultimate value to be realized from a career development program is determined by the careerist participating in the program.

Significant changes have been made to this manual in the areas of the intake system, career strategy patterns, required and recommended training, and developmental assignments.

Users of this publication are encouraged to submit through channels, recommended changes and comments to improve the publication to HQ DLA, ATTN: DLA-KW.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

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This DLAM supersedes DLAM 1445.10, 1 Aug 78.

INTRODUCTION

I want to emphasize the importance of managing the careers of the employees who are a part of the Supply Management career field. We need to assure that supervisors and employees are aware of the career opportunities that are available within the Supply career field and that they must identify career goals and take the necessary actions to achieve these goals. This will assure the success of the careers of those in the program and consequently, the furtherance of the DLA mission.

Together, supervisors and employees can do a great deal to assure that careers, career goals, and career opportunities are well mapped out. This manual should provide excellent guidance in career management. All those concerned with the career program should follow the policies and procedures prescribed in this manual. We are all aware that the individual career employee is in the best position to manage his or her career, but managers and supervisors should be aware that what they do, or don't do, will significantly enhance or detract from the careers of those individuals whom they supervise. I look for the support of the supervisors and employees involved to make this program a great success.

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GLOSSARY

DASC	DLA Administrative Support Center
DFAMS	Defense Fuel Automated Management System
DISMS	Defense Integrated Subsistence Management System
DWASP	DLA Warehousing and Shipping Procedures
DLA	Defense Logistics Agency
DLA/DRSO-M	Materiel and Contingency Support Branch, DLA Readiness Support Office
DLA-KW	Work Force Effectiveness & Development Division, Office of Civilian Personnel
DLA-O	Directorate of Supply Operations
EDP	Executive Development Program
EDS	Employee Development Specialist
ELTP	Entry-Level Training Program
EEO	Equal Employment Office
FPM	Federal Personnel Manual
IAW	In Accordance With
IDP	Individual Development Plan
MOWASP	Mechanization of Warehousing and Shipment Procedures
OCP	Office of Civilian Personnel
OJT	On-The-Job Training
OPM	Office of Personnel Management
PAC	Professional Administrative Career
PLFA	Primary Level Field Activity
POI	Program of Instruction
SAMMS	Standard Automated Materiel Management System
SMDP	Supply Management Development Program

DLA CIVILIAN CAREER PROGRAM FOR SUPPLY MANAGEMENT

I. OBJECTIVES

A. Objectives. The objectives of the program:

1. Provide a comprehensive plan for the recruitment and development of high-potential personnel.
2. Attract and retain adequate numbers of high caliber college employees.
3. Provide maximum developmental opportunities through rotational and exchange assignments.
4. Provide the means for improving the skills and knowledge of careerists.
5. Provide avenues for personnel with high potential to enter the Supply career field.
6. Administer the program with equal opportunity for all careerists regardless of age, race, color, religion, sex, handicap, or national origin.
7. Ensure the development and retention of a competent and professional civilian work force.
8. Achieve a Supply Management work force in which minorities and women are fully represented.

II. SCOPE.

The provisions of this manual apply to all DLA civilian career employees in grades GS-5 and above, engaged in Supply regardless of the organizational location. The Supply occupational series included are as follows:

GS-2001 - General Supply
GS-2003 - Supply Systems Management
GS-2010 - Inventory Management
GS-2030 - Distribution Facilities Specialist

Because of the divergent scopes of responsibilities, the following Supply series are not included in this manual:

GS-2005 - Supply Clerk
GS-2032 - Packaging Specialist
GS-2050 - Supply Cataloger

The GS-2005, Supply Clerk, is a bridge series, therefore it provides qualifiying experience for entry in selected Supply series up to the GS-7 level. Both the GS-2032, Packaging Specialist and the GS-2050, Supply Cataloger series will be covered under separate manuals to be developed by the Directorate of Contract Management (DLA-A) and the Directorate of Technical and Logistics Services (DLA-S).

III. INTAKE SYSTEM

A. General. The planned intake of highly qualified personnel into the program is essential to the development and maintenance of an effective organization. Intake shall be related to replacement needs projected on the basis of expected career field losses, planned expansions, and technological advances. Although primary emphasis is placed on entrance at the entry-level, intake of quality individuals from various sources at the journeyman, middle, and senior levels will also be accomplished.

B. Recruitment Sources. Recruitment and selection practices will follow the principle of getting the best qualified available candidate for the position to be filled. Recruitment brochures or literature, advertising or other appropriate, authorized publicity measures may be employed as necessary

to support career intake recruitment. Colleges, vocational schools, community colleges, veteran's organizations, and vocational rehabilitation centers shall be used as a means for identifying and attracting promising students. Individuals may be recruited under the Professional and Administrative Career (PAC) program, the Veterans Readjustment Appointment (VRA) program, the Disabled Veterans Affirmative Action Program (DVAAP), the handicapped employment program, the outstanding scholar program, upward mobility, or through internal merit promotion.

III. EMPLOYEE DEVELOPMENT

A. The attainment of individual career goals and the fulfillment of long-range staffing needs with high-quality personnel can be achieved only if employees are developed in an organized and systematic fashion. Selected position assignments coupled with appropriate developmental and training activities should contribute to the career employee's ability to perform assignments at increasingly high levels.

B. The training and development plan for Supply is designed to provide opportunities for employees participating in the program to increase their overall occupational knowledge, skills and managerial ability, and to attain adequate practical experience.

IV. INDIVIDUAL DEVELOPMENT PLAN

A. An Individual Development Plan (IDP) is designed to record specific developmental objectives which are needed to enhance the careerist's current performance as well as to prepare him/her for positions of greater responsibility in the future. The process provides a rationale and framework for meeting developmental needs in terms of the skills and knowledges required for a position, the organization's personnel needs, and the individual's career development goals.

B. IDPs can be of great assistance in preventing the program from becoming a mere collection of activities with little relevance to each other or to the goals and objectives of the organization, the supervisor, and the careerist. Also, the IDP process forms a sound basis for the program at its most critical point, the day-to-day relationship between the careerist, and the supervisor. Combined with high-level organizational commitment, effective job rotation plans, training resources utilization, and program evaluation, it forms the foundation for ensuring that DLA has a sufficient number of top-quality people to meet both its present and future staffing needs.

C. The development and implementation of a realistic career plan will benefit both the organization concerned with maximum human resource utilization and the individual aspiring to higher-level responsibilities. To record each careerists' career plan on an annual basis, a sample of an Individual Development Plan (IDP) is provided at figure 1.

V. RESPONSIBILITIES

A. The Executive Director, Directorate of Supply Operations, DLA (DLA-O) will be responsible for the direction of the program under the overall staff guidance of the Staff Director, Office of Civilian Personnel (DLA-K).

B. The Heads of the DLA Primary Level Field Activities (PLFAs) will be responsible for:

1. Local administration and implementation. This responsibility includes planning career input requirements, budgeting, and providing funds and manpower spaces. It also entails making employees, under their supervison, available

for training and taking action to assure that they possess or are provided opportunities to obtain the required knowledge and skill.

2. Selection and promotion of candidates to fill vacancies in the Supply career field. Responsibility includes managing the program so as to contribute to the accomplishment of the fundamental Equal Employment Opportunity (EEO) objective: to integrate fully the Supply career field, in all occupational categories at all grade levels and at the PLFAs with respect to both minority and female employees.

C. All supervisors have an inherent responsibility for the total career management of their employees. This includes identifying employees with potential and providing opportunities for developmental experiences commensurate with their ability, aspirations, and the needs of management. Supervisors also share in the responsibility for achieving a fully integrated work force.

D. Careerists are responsible for assisting management in establishing their personal career plan and must provide the interest, enthusiasm, and initiative required to achieve the stated objective. The careerist who wishes to take full advantage of this program may be expected to accept temporary duty assignments for either developmental or advancement purposes.

VI. SUPPLY CAREER FIELD OPTIONS. The career options below describe the nature of skills and techniques employed in each job series:

A. GS-2001 - General Supply Series. This series includes positions involving a combination of technical work covered by two or more series in the supply group (2003, 2010, or 2030) when no one series is appropriate for the paramount knowledges and abilities required for the position or is series controlling. Excluded from consideration is the GS-2001, supply data assistance position which is included in the Technical and Logistics Services area.

B. GS-2003 - Supply Program Managers. This series is concerned with the managing of the total supply program. It includes positions such as Supply Management Officer, Supply Management Representative, or Supply Systems Analyst. Supply Management Officers administer a supply program which includes at least two technical supply functions (for example, inventory management and distribution facilities management). Supply Management Representatives provide technical advice and assistance on the whole supply program to other DLA employees or DLA customers. Supply Systems Analysts analyze and evaluate either supply programs or a single technical supply function as it is integrated into the total program. They also apply a wide knowledge of managerial practices and techniques to solving management and operational problems and developing system requirements and/or developing functional procedural documentation.

C. GS-2010 - Inventory Management. Employees in the GS-2010 series are called Inventory Management Specialists. They control the level and flow of supplies to ensure that the necessary kind and quality of material, in the correct quantities, is available for delivery at the proper time to the correct place. In order to do this, they forecast materiel requirements, time the procurement of supplies, decide where stock is to be distributed within the supply system, and order the disposal of unneeded items.

D. GS-2030 - Distribution Facilities Specialist. Employees in the GS-2030 series are called Distribution Facilities Specialists. They are concerned with the physical custody and control of items from the point of receipt into the supply system to the point of issue to the customers. Typically, this involves

determining where and how material is to be received, stored, maintained, and distributed. This may entail planning the storage and distribution facilities, the allocation and distribution of storage space, the installation of uniform and economical warehousing or materials handling systems, and the forecasting of space, personnel, and other operating requirements.

VII. TRAINING AND DEVELOPMENT

A. Training is a management responsibility. Supervisors and managers are responsible for identifying training needs and ensuring that careerists receive the proper training. However, the basic responsibility for each careerist's development rests with the careerist. Each careerist is encouraged to show initiative in training opportunities and to demonstrate improvements that result from training. When careerists are selected for training, they are obligated to give their best thought and effort to that training.

B. A well designed training plan is flexible, responsive, and designed to improve the conceptual knowledge and technical skills of career employees. It provides the opportunity for the careerist to receive the type of diversified training and experience required for advancement within DoD. Careerists who demonstrate ability to effectively handle increasingly complex assignments are generally rewarded with opportunities for development and advancement.

C. The most effective training and development plan for careerists is one which results from an appraisal/counseling interview that identifies training needs, is systematically planned and scheduled and takes into account work situations and problems which can be solved through training and development opportunities.

D. The nature of skills, knowledge, and techniques employed in each of the areas of specialization in the supply career field is defined in annex A. The key to the career planning and development of managers and careerists is the Career Path System shown in figures 2 and 3. This System consists of a Training Path (figure 2) and Training Programs (figure 3) strategy to career development. Careerists are able to plan strategically their career via required training through normal grade level progressions and specialized training through career development programs.

E. Careerists will generally follow the Training Path strategy which outlines a series of training events through normal grade level progressions from the general schedule/general merit grades 5 through 15. This strategy is set forth below:

1. Entry

Careerists generally come into Entry-Level positions (GS-5/7) with a modest amount of technical training, knowledge, and appreciation of basic Supply Operations and Supply Management. After receiving general orientation and broad familiarization with the procedural aspects of the field, the entry-level intern begins to broaden and deepen his/her knowledge and skills concerning the functions of Supply and related specializations. Work assignments are selected in accordance with the standard Program of Instruction (POI) which focuses on providing orientation, understanding, and appreciation of the basic elements of the Supply field within DLA as it interfaces within DoD.

2. Intermediate - The intermediate position consists of both the Journeyman and Mid-Levels.

a. Careerists in Journeyman-Level positions (GS-9) will perform work within a specific series which will allow them to interface with all aspects of the Supply field. Training will reinforce the training received at the Entry-Level and will consist of refresher training in one of DLA's automated

materiel management systems as appropriate to the careerist's career field along with requirements stated in their IDP. Employees are encouraged to partake in rotational assignments and self-development activities to enhance their educational and technical skills.

b. Careerists in Mid-Level positions (GS-11 and 12) will emphasize developing their specialized knowledge and skills within their specific series. The basis for training will be to provide a foundation for developing administrative and staff program management skills. Individuals assuming supervisory positions will receive training to improve human relation and personnel management skills. Individuals assuming systems analysis and/or procedural development duties, will receive system problem solving and analysis techniques training. Employees are encouraged to partake in self-development activities to improve their educational, professional, and technical skills.

3. Senior

Careerists in Senior-Level positions (GS/GM-13 through 15) are expected to be competent in management concepts and specialized areas of Supply. To ensure that the careerist is aware of new concepts and changes in the career field, additional training and development are required. Special emphasis is placed upon developing executive, managerial, and conceptual skills. Attendance at seminars, conferences, and courses in executive development will accomplish the basic training requirements in this area. Graduate study, speaking and writing activities, temporary duty assignments, rotation, and/or exchange assignments and participation in professional group activities are encouraged.

F. Annex B, the Master Training and Development Plan outlines the required and recommended training events for each grade level progression. Careerist must complete each required training event within 1 year after being promoted to the next career level. All employees who have achieved the intermediate-level status prior to January 1987 are presummed to have satisfied the requirements for training below that level. For those employees who are affected by this policy and have previously qualified in meeting the required training at their level, waivers may be granted upon submission of a formal request to DLA-O.

G. To help build and enhance the technical, managerial, and professional skills of the careerist is the Training Programs strategy. Consistent in this strategy are three developmental programs: the Entry-Level Training Program (ELTP), the proposed Agency Wide Mid-Level Development Program and the Executive Development Program (EDP). The ELTP is designed for all new employees entering into the supply professional career field at the entry-level. The ELTP Program of Instruction (POI) is published under the DLA Professional and Technical Entry-Level Training Program for Supply Management. The proposed Agency Wide Mid-Level Development Program is currently being designed by DLA-K to afford an opportunity for DLA's top quality employees at the Mid-Level to get advanced technical and managerial training and good rotational assignments. This POI will be developed subsequent to this publication. The EDP is designed to enhance the executive, managerial, and professional skills of select careerists who possess a high potential to perform as executives in DLA. This program is published under DLAR 1430.2, DLA Executive Development Program.

H. Although the Career Path System visualizes the development of careerists in an upward progression, careerists may also progress through lateral movements. Lateral movement is desirable when the careerist wants to gain additional experience within a different supply series. Careerists may move from one supply specialization to another at the same or higher grade

level when OPM qualifications requirements are met or not prohibited by local union agreement. To encourage specialization within different series, careerists may request to receive lateral cross-training assignments via their IDPs. The lateral cross-training assignments will be afforded to careerists at the journeyman-level and above who have completed at least 1 year at the GS-9 grade level. Careerists should be either actively involved or have completed a certificate program in logistics or a related college discipline via individual self-development. Lateral cross-training assignments can last up to 3 months but cannot extend past 6 months. Supervisors must use their discretion when planning lateral cross-training assignments. Each assignment along with self-development training can afford the careerist an opportunity to enhance his/her qualifications for positions and/or promotions in different series.

I. In addition to the formal courses and in-house training, other Government and non-Goverment facilities, and/or colleges and universities may be used. In the interest of economy, maximum use will be made of formal "onsite" training and correspondence courses. Group enrollment and tutelage by a qualified instructor is encouraged for correspondence courses. Mobile instructor teams from Military Service schools may be utilized onsite, provided sufficient careerists will attend. It is in the individual's best interest to participate conscientiously in the training provided and to complete satisfactorily any course in which they are enrolled. This responsibility is particulary pertinent to self-development opportunities which require that the employees devote their own time to the training.

J. Careerists lacking formal education but who demonstrate the interest and initiative should be encouraged to participate in training in non-Government facilities, i.e., local accredited colleges and universities. Although the payment or reimbursement of the costs of such training is prohibited if the sole purpose of such training is to obtain an academic degree, it is not prohibited if the training is for the purpose of developing those skills, abilities, and knowledge which will best qualify them for the performance of official duties. If, in the accomplishment of this training, an employee receives an academic degree, this may be considered as merely an incidental byproduct of the training.

K. Mobility. Since career management embraces DLA-wide mission and functions at all levels of responsibilities, careerists interested in advancing to more responsible positions must recognize the need of accepting training assignments that may involve temporary duty. Career progression, to a large degree, will be dependent upon the careerist's willingness to accept assignments that offer developmental and promotional opportunities. Exchange and lateral assignments, programmed cross-training, and other developmental assignments should be accepted by the careerist as a vital part of his/her career development. Execution of a Conditions of Employment Agreement shown in figure 4 is required of individuals selected for Supply Management's ELTP. Upon signing this agreement, the ELTP intern has agreed to adhere to the requirements of the ELTP. Copies of this agreement will be provided to the ELTP intern and his/her supervisor. The official document will be kept on file as a permanent part of the ELTP intern's Official Personnel Folder.

ANNEX A
OCCUPATIONAL SKILLS AND ATTRIBUTES OF THE SUPPLY CAREER FIELD

The following is a guide to allow supervisors and careerists a way to identify jointly the necessary skills and attributes of each career field.

A. Necessary skills:

1. GS-2001 - General Supply - Since these are mixed positions which contain the duties and responsibilites peculiar to two or more of the supply functions, the careerist must be able to perform one or more of the skills in the other series in the supply profession.

2. GS-2003 - Supply Systems Management

a. Develop supply handbooks and other publications for DLA and/or industry use.

b. Initiate, develop, implement, or administer supply programs and regulations.

c. Conduct surveys and studies of supply operations to determine proper application of improved supply methods or approved industry techniques.

d. Provide technical assistance on supply operations to DLA personnel.

e. Develop, implement, or advise on overall financial or other management control programs for supply operations.

f. Develop, revise, and maintain systems (primarily Automatic Data Processing) for the inventory management of supplies.

3. GS-2010 - Inventory Managment

a. Determine recurring and nonrecurring requirements for budgeting, procurement, disposal, provisioning, special programs, and war reserves.

b. Ensure quality materiel is in the right place, at the right time in the right quantity.

c. Plan and coordinate supply actions to assure properly phased support to major items of equipment and/or weapons systems during the life cycle.

d. Initiate actions leading to procurement.

e. Control the distribution or redistribution of stock within the supply system.

f. Initiate maintenance on items in inventory when required.

g. Initiate disposal actions on excess materiel.

4. GS-2030 - Distribution Facilities Specialist

a. Determine site and facilities to receive, store, maintain, and distribute the flow of materiel between the point of receipt into the Supply system and the point of issue to using activities.

b. Plan distribution facilities, storage space, personnel or other operating requirements, considering the distribution area to be serviced, use of commercial or Government-owned space, and availability of adequate shipment facilities.

c. Direct, manage and control storage and distribution activities, including, but not limited to, physical receipt, inspection, storage, preservation, stock selection, stock level, and shipment of supplies and equipment.

d. Perform staff activities, such as initiating, developing, installing, and administering distribution facilities or storage management programs.

B. Necessary attributes. The following are the necessary attributes required of the careerist for all fields:

1. Willingness and ability to assume responsibility.
2. Ability to work harmoniously with others.
3. Ability to obtain results from others.
4. Ability to work under stress.
5. Ability to adjust to new or changing situations.
6. Ability to present briefings.
7. Ability to write and speak effectively.

ANNEX B
MASTER TRAINING AND DEVELOPMENT PLAN

GRADE LEVEL	REQUIRED TRAINING	RECOMMENDED TRAINING SOURCES	INDIVIDUAL SELF-DEVELOPMENT
GS/GM-15	IAW IDP	Senior Executive Fellows Program (OPM) Senior Executive Service Candidate Program (OPM) Executive Leadership Series (37LK-C/OPM/3 days) Brookings Institute (Washington, D.C.) Executive Roundtable (74-F44(JT)/AMETA/2 days)	Undergraduate, Graduate, and Post-Graduate Courses
GS/GM-14	IAW IDP	Managerial Analysis Workshop (7A-F54/AMETA 1 week) Executive Potential Program (OPM) Management of Managers Course (7A-F38/AMETA 2 weeks) DLA Executive Development Program	Undergraduate, Graduate, and Post-Graduate Courses
GS/GM-13	IAW IDP	Management Analysis Workshop (7A-F54/AMETA 1 week) Management Skills Improvement Course (AMETA/ 64-1/1 week) Executive Potential Program (OPM) DLA Supply Professional Enhancement Program DLA Executive Development Program	Undergraduate, Graduate, and Post-graduate Courses

ANNEX B
MASTER TRAINING AND DEVELOPMENT PLAN (CON'T)

GRADE LEVEL	REQUIRED TRAINING	RECOMMENDED TRAINING SOURCES	INDIVIDUAL SELF DEVELOPMENT
GS-12	Management Analysis Workshop (7A-F54/AMETA/ 1 week) or equivalent	Logistics Executive Development Cousre (8A-F17/ALMC/19 weeks) Women's Executive Leadership Program (OPM)	Undergraduate or Graduate Courses
GS-11	Planning and Conducting Management Audits and Studies (7A-F5-3/AMETA/ 1 week) (Required only if not completed during ELTP)	Women's Executive Leadership Program (OPM - open to both women and men) Logistics Management Course (8AF16/ALMC/4 weeks	Undergraduate or Graduate Courses
GS-9	SAMMS, MOWASP, DWASP, DISMS, or DFAMS Refresher Training (1 week)	Introduction to Management Logistics (ALMC 66-1/ 1 week) Government Briefing Techniques (25DF-C/ OPM/1 week)	Undergraduate or Graduate Courses
GS-7	2080 hours mandatory training IAW established POI	Letter Writing in Government (25DA-C/OPM/ 3 days)	Undergraduate or Graduate Courses
GS-5	2080 hours mandatory training IAW established POI	Basic Communicative Skills (25PD-C/OPM/ 1 week)	Undergraduate, or graduate Courses

INDIVIDUAL DEVELOPMENT PLAN

PURPOSE OF PLAN ("X" ONE):
☐ CAREER INTERN ☐ UPWARD MOBILITY ☐ TRAINING NEEDS SURVEY ☐ SUPERVISORY/MANAGERIAL DEVELOPMENT ☐ VRA ☐ OTHER (Specify) _____

NAME OF EMPLOYEE	POSITION TITLE, PAY PLAN, SERIES, AND GRADE	OFFICE SYMBOL

DEVELOPMENT NEEDS (e.g., Improve writing skills, Increase knowledge of...)	PRIORITY	SOURCE OF DEVELOPMENT (e.g., course, [illegible] job-training, rotational [illegible] etc.)	BEGINNING DATE FY	BEGINNING DATE QTR	TUITION/ REGISTRATION COST	TDY AND PER DIEM COST	MAN-HOURS

SAMPLE

(CONTINUE ON REVERSE, IF NEEDED)

CERTIFICATION: I certify that the training, development, or education identified in this plan constitutes a valid management need for maximum performance of mission requirements and has been developed for the purpose of increasing the employee's performance in his or her current position or to prepare him or her for an identified target assignment.

EMPLOYEE'S SIGNATURE AND DATE	SUPERVISOR'S SIGNATURE AND DATE	REVIEWING OFFICIAL'S SIGNATURE AND DATE

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FIGURE 1

DEVELOPMENT NEEDS (e.g., improve writing skills, increase knowledge of...)	PRIORITY	SOURCE OF DEVELOPMENT (e.g., course, vendor, on-job-training, rotational assignment, etc.)	BEGINNING DATE		TUITION/ REGISTRATION COST	TDY AND PER DIEM COST	MAN-HOURS
			FY	QTR			

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SUPPLY OPERATIONS PERSONNEL
CAREER PATH SYSTEM
(TRAINING PATH)

GS/GM LEVEL	OBJECTIVE	COURSES	OJT	IDP
15	Develop executive knowledge and skills	Administrative/ managerial effectiveness; executive seminars	Enrich logistics knowledge as stated in IDP	Indiv
14	Further develop Senior-level managerial and supply analysis knowledge and skills	Administrative/ Managerial effectiveness; education for public management; executive seminars	Enrich logistics knowledge as stated in IDP	Indiv
13 SENIOR-LEVEL	Develop Senior-level managerial and supply analysis knowledge and skills	Managerial effectiveness; education for public management	Enrich logistics knowledge as stated in IDP	Indiv
12	Further develop senior analyst/ 1st line supervisor knowledge and skills	40 hours required training; Internal Management Control	Enrich supply knowledge as stated in IDP	Indiv
11 MID-LEVEL	Develop senior analyst/1st line supervisor knowledge and skills	40 hours required training; Internal Management Control	Enrich supply knowledge as stated in IDP	Indiv
9 JOURNEYMAN-LEVEL	Fully develop journeyman-level knowledge and skills	40 hours refresher training; Internal Management Control	Further satisfy specialized training requirements for each job series	Indiv
7	Further interns' knowledge and skills in Supply Management	2080 hours mandatory training IAW the established POI	Meet specialized requirements for each job series	Stnd
5 ENTRY-LEVEL	Introduce interns to the Supply Management career field	2080 hours mandatory training IAW the established POI	Meet standardized cross-training requirements	Stnd

FIGURE 2

SUPPLY OPERATIONS PERSONNEL
CAREER PATH SYSTEM
(TRAINING PROGRAMS)

GS/GM LEVEL	CAREER TRAINING PROGRAMS	PROGRAM CONTENT	CANDIDATE QUALIFICATIONS
15 14 13 SENIOR-LEVEL	Executive Development Program (EDP): 5% of eligible population; HQ or PLFA selection authority; open program length.	Brookings Institute; Education for Public Management; Supply Management Professional Enhancement Program; Executive Interchange Series	Exhibit executive potential; Recommended by PSE or PLFA; 5 years supply experience; Excellent preformance evaluation.
12 11 MID-LEVEL	Agency-Wide Mid-Level Development Program: 1-2% of eligible population within Supply Operations. (This program is a proposal by DLA-K. Once developed, the specifics will be provided as an addendum to this regulation.)	Specialized classroom and OJT training in technical, managerial and analytical Supply Management concepts.	Possess high technical and managerial competence.
9 JOURNEYMAN-LEVEL	(No specialized training program at this level)		
7 5 ENTRY-LEVEL	Entry-Level Training Program (ELTP): 100% Population; PLFA selection authority; Takes an average of 2 years to complete the Program; Non-competitive promotion to GS-9, Journeyman level.	Standardized classroom and OJT training IAW the established POI.	High potential good aptitude; Ability to perform analytical tasks; Displays initiative.

Training in Internal Management Control (IMC) is required for DLA Interns and so reflected in established Programs of Instruction. Training in IMC is also required for Agency supervisors and managers as stated in DLAR 1430.13, Training Supervisors and Managers, and DLAR 5010.4, Internal Management Control Program. Such requirements are restated here for reinforcement purposes and thereby assure that appropriate individuals in the Supply Management Career Program will participate in IMC training courses.

FIGURE 3

CONDITIONS OF EMPLOYMENT AGREEMENT

SUPPLY MANAGEMENT
ENTRY-LEVEL TRAINING PROGRAM INTERN EMPLOYMENT AND MOBILITY AGREEMENT
(GS-2001, GS-2003, GS-2010, GS-2030)

I, _____, apply for entrance into the Defense Logistics Agency (DLA) Supply Management Entry-Level Training Program (ELTP). I hereby voluntarily agree to the following conditions of employment attendant to entry into this Program.

The Program consists of training and developmental assignments considered necessary to provide ELTP interns with the knowledge, skills, and abilities to become eligible for more responsible higher grade positions. DLA will provide the developmental assignments, training, and supervisory advice and assistance necessary to complete the Program.

Entrance to the Program is grade GS-5. After 1 year of satisfactory performance and successful completion of required training requirements assigned at the GS-5 level, I will be eligible for promotion to the GS-7 level. One year after promotion to the GS-7 level, and upon satisfactory performance and successful completion of the remaining required training requirements, I will be eligible for promotion to the GS-9 level. ("Successful completion of training" means satisfactory mastery of the Program of Instruction (POI) learning objectives for the job speciality to which assigned, and satisfactory and timely completion of the required training courses.) Thereafter, promotion to a higher grade will be through regular competitive DLA merit promotion procedures.

I understand that during the course of my training it may be necessary for me to perform temporary duty (TDY) and/or accept temproary developmental assignments as provided in the Joint Travel Regulations. (Note: Appointees recruited from outside the Federal service for this program are not entitled to reimbursement for the initial move to their assigned activity.)

I understand that by not accepting required TDY assignments to satisfy training requirements of the POI, my performance may be deemed unsatisfactory.

I understand that if I am unable to successfully complete the training requirements of the POI because of inadequate performance, misconduct, or failure to comply with the stipulated requirements of the training program, I may be considered for reassignment to another position for which I qualify (or removed from the Federal service as may be appropriate in accordance with the Office of Personnel Management regulations).

FIGURE 4

I have read, understand, and accept the terms and conditions of this agreement.

_____
Name of ELTP Intern

_____ _____
Signature of ELTP Intern Date Signed

_____ _____
Signature of Intern's Supervisor Date Signed

_____ _____
Signature of Civilian Personnel Officer Witness Date Signed

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